NJ Urban & Community Forestry Program (NJUCF)

2022 NJUCF Stewardship Grant
Request for Proposals (RFP)
Announcement Date: May 10th, 2022

Application Due Date: July 8th, 2022
Submit proposals via the:
Electronic Grant ApplicationSystem
NJDEP SAGE

NJ Urban and Community Forestry Program | Mail Code 501-04, PO Box 420, Trenton, NJ 08625 |609.292.2532 | www.communityforestry.nj.gov

Table of Contents

I. Purpose

Pursuant to the New Jersey Shade Tree and Community Forestry Assistance Act, N.J.S.A.13:1L-17.4(c), one purpose of the New Jersey Forest Service Urban and Community Forestry program (NJUCF) is to provide grants to local governments and shade tree commissions to assist in the implementation of an approved comprehensive Community Forestry Management Plan (CFMP) to the extent monies are appropriated or otherwise made available. The NJUCF Stewardship Grant was established to provide this financial assistance.

Grants are awarded on a competitive basis to encourage projects that strongly link the use of best management practices to achieve urban and community forestry management goals defined in the CFMP.

II. Source of Funding & Statutory Citations

Grant funding comes from the New Jersey Shade Tree and Community Forest Preservation License Plate Fund (N.J.S.A. 39:3-27.81), and the No Net Loss Compensatory Reforestation program (N.J.S.A. 13:1L-14.2(c)).

III. Eligibility (Applicants & Projects)

Local governments interested in applying for NJUCF grants must **first register and obtain a User ID and Password** via NJDEP SAGE, if they have not previously done so.

Only municipal and county governments in partnership and collaboration with local shade tree departments, commissions, tree committees, treeboards, or tree councils who are legally responsible for tree and forest management are eligible to apply for a grant.

Only projects carried out on public property owned or maintained by a municipal or county government are eligible for grant funding. Reforestation and tree planting projects on Board of Education (BOE) lands are NOT eligible.

Applicants MUST be NJUCF Accredited for year 2021. To verify 2021 Accreditation Status click here: (www.communityforestry.nj.gov). Accreditation means that the applicant has:

- A currently approved Community Forestry Management Plan (CFMP).
- Two (2) Core trained representatives - one (1) municipal employee and one (1) volunteer.
- Satisfied the annual Continuing Education Unit (CEU) requirement - a total of eight (8) CEUs between at least two (2) individuals each calendar year. (This requirement does not apply to applicants who are in the initial year of CFMP implementation).
- Met the Annual Accomplishment Reporting requirement for the previous calendar year.

Applicants cannot have an open Community Stewardship Incentive Program (CSIP 2017, CSIP 2018) grant or NJUCF Stewardship Grant (2019 or 2021) from the NJUCF Program.

Only projects that provide a clear connection to an applicant's current, approved CFMP goals, objectives, and action items, and fall within one of the two (2) grant categories detailed below are eligible for funding consideration.

IV. Grant Categories & Funding Allocations

Two (2) grant categories are available for 2022 NJUCF Stewardship Grant funding: Resiliency Planning Grants and Reforestation and Tree Planting Grants. An applicant may only apply for a grant in one of these categories:

1. **Resiliency Planning**

   Grants up to $50,000 may be awarded for resiliency planning. These projects can entail, but are not limited to:
   • Tree inventories.
   • Risk tree assessments.
   • Post-storm inventory or assessments.
   • Insect and disease surveys and mitigation planning.
   • Any combination of these activities.

   Emerald Ash Treatment (EAB) TREATMENT OR ASH TREE REMOVALS ARE NOT ELIGIBLE FOR FUNDING.

   Resiliency planning grant applicants must include details and estimates on services and supplies associated with the proposed project in their application (e.g., software type such as inventory, GIS, work order development, or supplies less $5,000 per unit for continued update and utilization of inventory and work order creation). These estimates can be obtained during the 2-month application period prior to submission.

   The intent of resiliency planning grants is for communities to understand their urban and community forest composition and structure, and to amend or update existing management plans based on thatknowledge to better inform management decisions.

2. **Reforestation & Tree Planting**

   Grants up to $150,000 may be awarded for reforestation and tree planting. Project may support:
   • Natural regeneration and enrichment planting in existing forests or to create a forest from a non-forest land use (seedlings, saplings, management of regeneration).
   • Planting of street trees or landscape trees in parks, rights-of-way, and on other municipal or county property (bare root, B&B, container).

Applicants are encouraged to develop reforestation or tree planting projects using the most appropriate tree material (for example, B&B, container, saplings, seedlings, or a combination thereof) and reforestation activities that ensure the growth and establishment of trees and forests that best suit the needs of their communities and the reforestation and tree planting goals in their CFMP.

Reforestation and planting grant funding may be used for site preparation and maintenance in conjunction with best management practices such as:

- Localized soil amendments or structural improvements
- Removal of impervious surfaces such as concrete to create or extend tree planting beds
- Stump grinding
- Irrigation, water tanks, mulch, compost, mycorrhizal inoculants, etc.

Planting must take place within one (1) year of Reforestation, Tree Planting, and Maintenance Plan approval by NJUCF.

All trees should be planted during one (1) planting season (Spring or Fall). Any deviation must be pre-approved by NJUCF.

Reforestation and tree planting projects must be based on an existing inventory and the applicant's CFMP.

The CFMP and the inventory must be uploaded to the electronic grant application.

For street tree and landscape tree planting, at a minimum, the inventory must contain data regarding species, diameter-at-breast-height (DBH), and location of the trees. Refer to Appendices 1-3 for additional guidance.

For reforestation, there must be at least a sample inventory of the forest to be managed or the forest adjacent to the site of reforestation.

A portion of the funding from an applicant's reforestation and tree planting grant may be used to support the development of a reforestation, tree planting, and maintenance plan in accordance with the current NJUCF Reforestation, Tree Planting, and Maintenance Plan Guidelines, the most recent tree care industry standards (ANSI Z60.1 and A300), and forestry best management practices.
Up to ten percent (10%) of the total grant amount may be used to contract professional services for the design and/or build of the required Reforestation, Tree Planting, and Maintenance Plan, as well as the supervision of the reforestation or tree planting contract and work.

All Reforestation, Tree Planting, and Maintenance plans must be approved by the NJUCF Program (see Section VIII (2) below for details). Reforestation, Tree Planting, and Maintenance plans must receive NJUCF approval within six (6) months of the start of the work period, as defined in Section V.

No planting shall begin until the Reforestation, Tree Planting, and Maintenance Plan is approved by NJUCF.

Proposals will be fully funded to the extent possible. NJUCF reserves the right to reallocate the number and amount of grant awards based on the quantity and/or quality of proposals received.

V. Grant Requirements

All grant recipients must comply with the general terms and conditions as defined in the grant agreement including, but not limited to:

General:

- All municipalities must be registered in NJStart as a vendor to receive reimbursement. For NJSTART questions and technical support:
    Email: njstart@treas.nj.gov
    Phone: 609-341-3500

- Grantees are required to maintain NJUCF Accreditation in accordance with the NJUCF guidelines (www.communityforestry.nj.gov) throughout the entire grant work period including the payment process. Failure to do so may result in nullification of the grant agreement. NJUCF Accreditation requirements can be found here.

- Grantees agree to comply with all applicable federal, state, and municipal laws, rules, regulations, and written policies.

- All projects must be completed within the defined work period in the grant agreement.
  If a project will not be completed during the work period, the grantee may request an extension consistent with procedures defined in the grant agreement.

    The work period commences on the date the grant award announcement is distributed via the NJDEP SAGE system, and ends on:
      - **Resiliency Planning: two (2) years from the start of the work period.**
      - **Reforestation and Tree Planting: three (3) years from start of the work period.**

- Grantees are required to comply with all progress reporting requirements, including submitting annual reports through the NJDEP SAGE system.

Financial:

- All grantees are required to provide a matching contribution that will equal 25% of the grant award. Matching contributions can come from in-kind services (volunteer work) and/or cash (including employee salaries) in support of activities included in the

approved grant agreement. Volunteer and employee time toward the match must be documented in detail and reported with payment requests.

- Payments to grantees will be made only upon submission of a properly completed financial report in NJDEP SAGE and includes invoices, bills, and other documents necessary to justify the payment.

- Grant funds can only be used to reimburse for expenses incurred within the work period as defined in the grant agreement.

- Reforestation and tree planting grants will only support the natural or intentional stocking of trees. **No reimbursement will be made for the planting of shrubs or herbaceous plants**.

- NJUCF Stewardship grants are reimbursement grants. All invoices must be paid in full by the grantee to be considered for reimbursement; **advanced payments will not be made.**

- Grantees will use their own procurement procedures that reflect applicable state and local laws and regulations. Applicable state requirements shall be incorporated into any subcontracts awarded by the grantee under the grant agreement.

- Grantees must maintain records that adequately identify the source and application of funds provided from all sources for projects. Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract, and sub-grant award documents, etc.

- Grantees are only reimbursed for expenses incurred which are part of the approved grant project.

- **Salaries or wages of an employee of the grantee are NOT eligible for reimbursement from grant funding**. Work performed by grantee employees may count as grantee match only. (Appendix 3). **Only the cost of services provided by vendor(s)/contractor(s) hired by the grantee to develop and carry out the workplan may be reimbursed.** This includes the cost of the services of both the contractor's forestry professional and any contractor support staff aiding the professional in the conduct of the work. The contractor's forestry professional should be a NJ Approved Forester, Society of American Foresters' Certified Forester, International Society of Arboriculture Certified Arborist, NJ Licensed Tree Expert, or other professional who abides by the current forestry best management practices and arboricultural industry standards.

Resiliency Planning:
   All Resiliency Planning projects must comply with the following terms and conditions:

- Grant funded inventories must be uploaded to and submitted through NJDEP SAGE with the final progress report in Excel (.xls) format.

- Grantees MUST request an assessment report from the qualified forester or arborist contractor reflecting the urban forest composition and structure report as part of the deliverable items for the grant agreement. See Appendix 2 for details on the required components of this report.

- Grant funded inventories must collect and/or format data using standards and definitions as defined by the USDA Forest Service iTree ECO Guide to Importing an Existing Inventory.

- Grant funded inventories must use the full scientific name (*Genus species)* and/or the USDA Forest Service i-Tree ECO species code assigned for each tree genus and species.

- The Inventory and Assessment Project Planning Worksheet must be uploaded to the attachments with the application in SAGE. **No Resiliency Planning activities shall begin until the Inventory and Assessment Project Planning Worksheet is approved by the NJUCF Program.**

- Resiliency Planning grants ONLY support the hiring of a professional to conduct a scientifically and professional rigorous urban forest inventory and analysis that can be verified. **These grants can NOT be used toward a volunteer- led inventory or data collection.**

Tree Planting/Reforestation:

All reforestation and tree planting projects must comply with the following terms and conditions:

- Release of the final payment of the grant is contingent upon obtaining 100% establishment of the planted trees or an alternative site- specific standard which is justified and approved by the NJUCF Program in advance.
- Reforestation and tree planting grantees must submit a reforestation/tree planting and maintenance plan to NJUCF for approval within six (6) months of the start of the work period. **No planting shall begin until the Reforestation, Tree Planting, and Maintenance Plan is approved by the NJUCF Program.**
- Reforestation and tree planting grantees must comply with the most current NJUCF Reforestation, Tree Planting, and Maintenance Plan Guidelines
- N**o work will be reimbursed if it is conducted prior to NJUCF approval of the Reforestation, Tree Planting, and Maintenance Plan.**
- Reforestation and tree planting grantees must conduct the work (reforestation, planting, and maintenance) according to the specifications detailed in the NJUCF approved Reforestation, Tree Planting, and Maintenance Plan. Grantees will not be reimbursed for work that is not done in accordance with the approved plan.
- A minimum of three (3) inspections may be conducted by the NJUCF Program to ensure compliance with the approved Reforestation, Tree Planting, and Maintenance Plan and tree

establishment requirement. If NJUCF is unable to conduct in person inspections due to COVID-19 or other restrictions, the grantee must provide inspection documentation as detailed and requested by the NJUCF Program.

- Trees planted as part of a NJUCF Stewardship Reforestation or Tree Planting grant should be guaranteed by the planting contractor for a two (2) year establishment period. Accurate records of planting and maintenance dates should be maintained.

VI. Reporting and Accountability

Inventory and Assessment Project Planning Worksheet

- The Inventory and Assessment Project Planning Worksheet must be uploaded to the attachments with the application in SAGE. **No Resiliency Planning activities shall begin until the** Inventory and Assessment Project Planning Worksheet **is approved by the NJUCF Program.** (See Appendix 4)

Reforestation, Tree Planting and Maintenance Plan

- Reforestation, Tree Planting, and Maintenance plans must receive NJUCF approval within six (6) months of the start of the work period, as defined in Section V.

Grantees must comply with financial and progress reporting requirements and all required submissions and deadlines for accountability defined in the grant agreement.

- Annual progress reports. The first progress report is due one (1) year after the start of the work period. Progress reports are due each year thereafter until the work period ends including extensions of the work period.

- Final progress report. This report is due at end of the work period or end of the extended work period, if applicable.

Financial Report

- All Grantees are required to provide a matching contribution that will equal twenty-five percent (25%) of the grant award. Volunteer hours and employee time toward the match must be documented in detail and submitted with financial reports in SAGE.

- All invoices must be paid in full to be considered for reimbursement; advanced payments will NOT be made. The Grantee must maintain records that adequately identify the materials purchased and payments made for this project. These documents will be uploaded into the SAGE financial report.

VII. Proposal Requirements

- Local governments interested in applying for NJUCF grants must **first register and obtain a User ID and Password** via NJDEP SAGE, if they have not previously done so

- Only one proposal may be submitted by a local government unit. That proposal may only address one grant category defined in this RFP.

- The grant request cannot exceed the funding allocations described in this RFP.

- Proposals must be accompanied by <u>resumes, work histories, and/or qualifications</u> of all project participants as defined in Sections VIII and IX of this RFP.

- Proposals must be accompanied by letters of support as defined in Section VIII and IX of this RFP.

- Proposals must identify a Project Manager who acts as the primary contact for the NJ Urban and Community Forestry Program regarding project work and coordinates the project for municipality within the work period of the grant agreement, providing timely reports on implementation and performance.

- Proposals must identify a Grant Manager who acts as the primary contact for execution and administration of the grant agreement, reporting, and payment transactions.

- Matching funds are required and can be met through in-kind volunteer contributions and cash from local, state, federal government, or other entities (See Appendix 3).

All contacts and information associated with grant roles in NJDEP SAGE MUST be filled out completely and accurately for eligibility for the grants.

VIII. Grant Proposal Sections and Scoring Criteria

A Project Overview is required as part of a complete grant proposal application but will not be scored or used as part of the selection criteria. The Project Overview is an important part of your grant application. It helps NJUCF (and you) get a big picture view of your grant proposal in terms of goals and objectives, schedules, budgets, etc. Writing one helps you to highlight the most important components of the proposal and organize what needs to be done.

Applicants must provide comprehensive information for each scored section of the grant application making sure to enter all required information in its appropriate place. For example, even if you describe the local government's unique strengths and past demonstrated commitment to managing the urban and community forest resource in the Project Overview, you must still include it under Community Capacity to receive full points. Information provided in the wrong section of the application will result in lower scores.

1. **Community Forestry Management Plan (CFMP) Implementation (35 points)**

   Scoring will be based on the degree to which the proposed grant project directly supports the goals and objectives in the current approved CFMP. There should be a direct link between the proposed project, and the goals, objectives, statement of plan implementation, and CSIP practices in the CFMP. The information you provide in this section should be specific to each section of *your municipality's or your county's* CFMP.

   - Demonstrate a focus on a specific goal or goals in the CFMP that will be addressed and how the proposed project will bring the community toward realizing that goal.
     - ➢ CFMP Section 2, Goals and Objectives

   - Identify the objective(s) from the plan that will be carried out through the proposed project and how the proposed project is a step taken toward achieving the identified objective(s).
     - ➢ CFMP Section 2, Goals and Objectives

   - Address how the proposed project coincides with the CFMP's Statement of Plan Implementation. Explain how the proposed project is a priority action item as identified in the plan
     - ➢ CFMP Section 9, Statement of Plan Implementation

   - Clearly articulate the CSIP practices that the proposed project will address and how they relate to the goal(s), objective(s), and implementation plan addressed through this project.

     - ➢ CFMP Section 10, Community Stewardship Incentive Program (CSIP)

   - Indicate whether the proposed project is in an overburdened community as defined by Environmental Justice Law, N.J.S.A. 13:1D-157. Use the NJDEP Environmental Justice Mapping Tool to find out if your municipality or county contains overburdened communities.

2. **Workplan (25 points)**

   Proposed projects should include a clearly articulated plan covering the scope of the work and how it will be carried out as described below.

   A. **Resiliency Planning**
      Project Location, Existing Conditions, and Need:
      - Describe the project location and existing conditions of the urban and community forest. If the forest condition is *unknown*, state that and describe the need to carry out this work and to acquire this information. If the forest condition is *known*, describe the need to carry out this work and to acquire new information. Describe how this information will be applied to urban and community forest management as outlined in your CFMP (Section 9, Statement of Plan Implementation)

Methods and Deliverables:
- Explain the methods to be employed (for example - inventory – sample; complete; partial; windshield survey; tree risk assessment to update current inventory; rapid count and measurement of ash trees). For tree inventories, see Appendix 1 for a list of available software programs, basics on the types of inventories, and definitions.
- Identify the deliverable(s) that will be produced as a result of this grant (for example - tree inventory report, amended management plan, risk assessment report, risk mitigation plan). These are deliverables that will be provided to NJUCF in accordance with the grant agreement. At a minimum, the raw inventory data in excel format and the urban forest composition and structure report is required for submission. Additional deliverables are outlined in Appendix 7.

Personnel:
- Identify the municipal staff, shade tree commission volunteers, contractors, consultants and/or contracted nongovernmental organizations or partners. Name and provide the formal titles for each individual that will be managing the grant as well as those who will be carrying out the proposed project.
  - ➢ It is not sufficient to just enter "Shade Tree Commission" or "DPW" or "Green Team." Clearly identify the roles and responsibilities of specific individuals and organizations, in relation to the management of the grant and/or implementation of the grant project for all partners and supporting organizations.
- Provide resumes and consultant qualifications for all parties as identified above who are included in managing and/or implementing the grant or grant project.
- Include letters of support from each project partner clearly identifying their role(s) and responsibility(ies) in the management of the grant or execution of the project. For example: if the DPW is going to be taking care of the trees post-planting, a letter from the DPW Director recognizing their role and details their responsibility should be provided. If a local volunteer group is going to be informing residents about the upcoming inventory in their neighborhood, then the organization's letter must acknowledge this role and provide details of their responsibilities.

Project Timeline
- Provide a project timeline either narratively or via a diagram that clearly illustrates when project tasks and milestones are going to be carried out/completed within the defined work period forthis grant category: two (2) years from the effective date of the grant agreement.
- Significant project milestones must be indicated. Milestones can include but may not be limited to:
  - ➢ Submit Application (July 8, 2022)
  - ➢ Receive Notification of Award (August 2022)
  - ➢ Resolution and risk assessment for grant agreement (60 days from Notification of Award)
  - ➢ Execution of grant agreement (December 31, 2022)
  - ➢ Submit Reforestation, Tree Planting, and Maintenance Plan (August 2022 –

February 2023)
- ➢ Submit Inventory and Assessment Project Plan (if not already done in application) (asap)
- ➢ Issuing an RFP for work (Based on plan approvals)
- ➢ Awarding a contract
- ➢ Start of work period August 2022 – August 2024 or August 2022 – August 2025)
- ➢ Annual progress reports (starting 1 year from start of work period)
- ➢ Final Progress Report
- ➢ Deliverables: inventory data in excel format, forest structure report
- ➢ Matching documentation; Paid invoices & Canceled checks for invoices as relevant to project.
- ➢ Close of grant

*If at any point you fall over 6 months behind in implementation of your project based on your project timeline, you must notify the NJUCF Program.

B. **Reforestation & Tree Planting**
This workplan should be developed in accordance with the current NJUCF Reforestation, Tree Planting, and Maintenance Plan Guidelines. All plans must be approved by NJUCF prior to commencement of work.

Project Location, Existing Conditions, and Need:
- • Describe the project location and existing conditions of the urban and community forest. Explain how the need for tree planting has been identified (for example, a tree inventory identifies tree planting opportunities; a new park is being developed; open space has been acquired).

Methods & Deliverables
- • Explain the methods to be employed (for example contract plantings, street trees, parks, protected area reforestation).
- • What ecological benefits will the project bring to the municipality?
- • Sample Questions/ideas to consider:
  - ➢ How many trees are being planted?
  - ➢ What species of trees are available to plant?
  - ➢ Who will be planting the trees?
  - ➢ Who will be maintaining the trees?
  - ➢ Who will be supervising the people planting or maintaining the trees?
  - ➢ Tree Delivery- who will approve the trees upon delivery?
  - ➢ Young trees can yield reduction in stormwater runoff or increased carbon capture

Personnel:
- ▪ Identify the municipal staff, shade tree commission volunteers, contractors, consultants and/or contracted nongovernmental organization or partners who will be responsible for project implementation. This includes the people who will be managing the grant

itselfas well as the people that will be carrying out the proposed project. Clearly identify the roles and responsibilities of each of the project partners in the grant process, including who they are. It is not sufficient to just enter "Shade Tree Commission."

- Provide resumes and consultant qualifications for **all** parties involved in implementing the grant as identified above. If a consultant or contractor is not yet identified, provide the qualifications that will be required of these parties.
- Include letters of support from project partners clearly identifying their role in the project. Each partner should have a letter from the organization. For example: If a municipality is applying for a grant, letters of support can be from their local Shade Tree group and/or Green Team if they are participating in the project.

Project Timeline:
- Provide a project timeline either narratively or via a diagram that clearly illustrates when project tasks and milestones are going to be carried out/completed within the defined work period for this grant category. The project timeline should be developed in consultation with the NJUCF Reforestation, Tree Planting, and Maintenance Plan Guidelines for establishing milestones for plan submission and approval as well as inspections.
- Significant project milestones must be indicated. Milestones can include, but may not be limited to:
  - Completing the resolution and risk assessment
  - Execution of grant agreement
  - Issuing an RFP for work
  - Awarding a contract
  - Start of work period
  - Reforestation/tree planting and maintenance plan (must be approved by NJUCF Program within 6 months from start of work period)
  - Notify NJUCF Program of Planting date *at least 2 weeks prior*
  - Planting (within 1 year from approval of the Reforestation/Tree Planting and Maintenance Plan)
  - Initial Inspection by NJUCF Program - occurs on date of last tree planted.
  - Annual progress reports (starting 1 year from start of work period)
  - Year 1 tree planting inspection by NJUCF Program.
  - Final tree planting inspection by NJUCF Program.
  - Final Progress Report
  - Matching documentation: Paid invoices & canceled checks for invoices as relevant to project.
  - Close of grant

*If at any point you fall over 6 months behind implementing your grant according to your project timeline, you must notify NJUCF Program

3. **Community Capacity (20 points)**

Describe the local government's unique strengths and past demonstrated commitment to managing the urban and community forest resource. Evidence of sustained participation in Tree City USA; successful completion of grant funded tree planting programs and studies; certification in the Sustainable Jersey program; evidence of long-term partnerships with tree-focused groups including statewide or regional nonprofits, universities, or state associations; and an active and engaged shade tree commission or committee should be clearly described. Refer to your CFMP and Annual Accomplishment Reports to showcase the goals and objectives your municipality has accomplished. Provide current supporting documentation of Tree City USA certification and/or Sustainable Jersey certification. Expired certifications will not be considered.

4. **Measurable Outcomes (10 points)**

Based on the goals, objectives, and CSIP practices described in the Community Forestry Management Plan (CFMP) Implementation section of the application, identify the specific, significant, and measurables outcomes that this project will provide the community.

- Primary Goals and objectives must be consistent with CFMP section 2: Introduction (Goals & Objectives)
- You may add secondary goals and objectives as they related to the Communality Forestry Management Plan (CFMP) Implementation section of the application.
- Specific CSIP practices from section 10 of your CFMP. **CSIP Practices MUST be from your CFMP; other CSIP practices will not be considered.**
- Measurable outcomes See Appendix 7 for examples/suggestions
- Monitoring and Evaluation: An explanation of the monitoring and evaluation plan naming the persons responsible for ensuring that the implementation of this grant stays on time and on-task. What actions will they be doing to ensure that the above measurable outcomes are realized?   Are they watering trees, communicating with the contractor, and/or monitoring contractor data collection timeline and expectations?

5. **Budget (10 points)**

Complete the budget table in the grant proposal application.

A. Grant / Request - only provide the amount requested through the grant. **Note that grantee employee salary and wages are not eligible for reimbursement; they can be used as a cash match.**
- Supply category - no more than $5,000.00 can be spent for a single unit (tablet, water tank)

B. Employee and Volunteer Match – twenty-five percent (25%) (See Appendix 3) of the requested total grant amount is required for this round of grants. The match can be

cash (e.g., municipal/county time on the project or contractor expenditures above and beyond the grant request for the project), volunteer in-kind services, or a combination thereof.

- If your application involves matching contributions from federal or state government, private foundations, or non-profits, please describe these contributions in detail in the budget narrative section

- Volunteer time as in-kind contributions are encouraged. Be prepared to enter an estimate of the number volunteers for the grant project, an estimate of the number of hours each will contribute, and a description of the volunteer activities. The current Independent Sector volunteer rate for NJ may be applied to volunteer hours for shade tree commission or committee members as well as other volunteers contributing to the implementation or management of the grant project..

- Be prepared to enter local government employee titles, wages, and an estimate of number of hours each will contribute to the execution of the project and the grant agreement. The salary rate for all municipal employees implementing the project and/or managing the grant can be applied as cash match by the local government. Keeping an accurate count of staff hours is part of match justification, provides you with an understanding of how many hours are truly required for such a project, and can help you to monitor if you're on the right track to making the match

Documentation of all volunteer and employee hours will be required with all financial reporting to release grant payments (See Appendix 3).

C. Total Project Cost – This is the sum of requested funds plus the required matching funds (25% of the grant request) stated for each line item (Total Project Cost = Request + Match).

D. Total – total values should be the sum of all the values in each column for each funding source.The sum of the Total Project Cost column should reflect the total amount for the entire project.

E. Budget Narrative -
- Describe how the grant funds will be spent.
- Explain how the project will supplement the applicant's existing local urban and community forestry budget to achieve holistic, sustainable, and effective urban and community forestry projects.

IX. Project Submission and Selection

All proposals are due by 5:00 p.m. on Friday, July 8, 2022.

> **ALL NJUCF STEWARDSHIP GRANT PROPOSALS MUST BE SUBMITTED ELECTRONICALLY USING THE NJDEP SYSTEM FOR ADMINISTERING GRANTS ELECTRONICALLY (SAGE).**

Local governments interested in applying for NJUCF grants must **first register and obtain a User ID and Password** via NJDEP SAGE, if they have not previously done so

NJDEP SAGE registered users can identify the grants NJUCF has available, submit grant applications, monitor applications under consideration, communicate with the NJUCF grant team, as well as request changes and manage grants via the NJDEP SAGE system.

All submissions must include complete grant proposal application forms and all supporting documentation. This includes:

- **Grant Proposal Application Forms** – available online after registering in NJDEP SAGE.

- **Resumes and consultant qualifications** – Provide resumes and documentation of qualification (for example, copy of Certified Forester, NJ Certified Tree Expert, or ISA CertifiedArborist credential) for all parties involved in implementing the grant.

- **Letters of Support** - Include letters of support from ALL project partners clearly identifying their role in the project.

- **Proof of Current Certification -** Tree City USA, Sustainable Jersey

NJ Forest Service staff and the NJ Community Forestry Council will review, evaluate, and score project proposals.Eligible applicants who have submitted complete applications will be scored according to the criteria defined in this RFP.

Priority for reforestation and tree planting grants will be given to local governments that were directly impacted by a No Net Loss (NNL) reforestation project. This means that a state project subject to NNL requirements took place within the local government boundaries, and that the deforesting agency paid monetary compensation in-lieu of conducting reforestation. Local governments must be NJUCF Accredited as defined in the community forestry guidelines (see https://www.nj.gov/dep/parksandforests/forest/urbanandcommunity/accreditation.html). If a NNL impacted community is not currently NJUCF accredited, it may work to achieve Accreditation, and apply for a tree planting grant in another round.

NNL impacted communities:

- **Atlantic County**: Egg Harbor Township, Somers Point City

- **Burlington County:** Lumberton Township

- **Passaic County**: Township of Little Falls, Borough of Woodland Park

- **Warren County:** Phillipsburg, Township of Pohatcong[1]

---

[1] Impact derived from Green Acres Diversion, not No Net Loss

X. Helpful Links:

NJ Forest Service, Urban & Community Forestry Program

NJDEP System for Administering Grants Electronically (NJDEP SAGE)

ANSI 300 (Parts 1-9). Available from the Tree Care Industry Association

ANSI Z60.1 – American Standard for Nursery Stock. 2014. American Nursery and Landscape Association.

Independent sector volunteer rate for NJ. Make sure to find the rate specific for NJ as it is higher thanthe national average.

Vibrant Cities Lab

For more information, contact:
Michael Martini, Assistant Regional Forester
NJ Forest Service, Urban & Community Forestry
michael.martini@dep.nj.gov

Appendix 1

Tree Inventories: Introduction & Available Software

An urban forest inventory is a process that documents, evaluates, characterizes, and locates individual trees or groups of trees in an urbanized community. Some communities undertake an inventory for community safety and maintenance planning such as identifying and locating individual trees requiring pruning, watering, or removal. Sites for potential tree plantings and even condition of the sidewalks, utility lines and other community needs within the public right-of-way can be identified. An inventory is also used to assess and characterize large groups of trees such as the type of trees, their size, condition, and location (for example, street trees) within a community.

An important objective of any community should be to maximize the benefits of trees and to minimize the costs in achieving these benefits. Documenting, assessing, characterizing, and locating individual trees or groups of trees in the community (conducting an inventory) is one way of doing this. In addition, a tree inventory will assist communities in their efforts to manage their trees and provide a leveraging tool to increase budget. A tree inventory can increase a community's standing in the state because it demonstrates a commitment to understanding and caring for this valuable asset.

Things to consider in deciding to do an inventory are:
- How it will be used;
- What information needs to be collected; and;
- Who will use the inventory and collect the data?

Communities have options for conducting the inventory: A simple assessment of the number of trees and the type of tree in the right-of-way or a more complex survey determining the health and risk of the trees.

NJUCF Program supported resiliency grant tree inventories must be conducted by professionals, including but not limited to certified arborists, and NJ Licensed Tree Experts. Volunteer-based data collection will not be funded under this grant agreement.

As the amount of information desired from the tree inventory increases, the level of expertise required for the professionals conducting the inventory will also increase. It is recommended that risk assessments be conducted by an ISA TRAQ trained NJ Licensed Tree Expert.

Verify that your professional is adequately qualified to collect the data you need in your tree inventory. See Appendix 2 and 4 for additional information.

Software programs should be used to manage inventory data. The price of urban tree inventory software is variable. The initial purchase of a software program can be funded by this grant, which includes a single or multi-year bundle software package from a vendor. NJUCF does NOT fund the renewal of a software program.

Grant funded inventories must be submitted electronically as a final deliverable to NJUCF in Excel (.xls) format.

Appendix 2
Setting up for Resiliency Planning Category

It is strongly recommended that the grantee research software packages and costs associated with the inventory data they intend to collect/track. Discuss internally with other Departments and organizations that may use this inventory data in their day-to-day job duties, to get a consensus of what is the key data fields for your municipality.

- Departments or other organizations to consider:

    o Department of Public Works

    o Shade Tree Commission (Committee, Advisory Board etc.)

    o Green Team

    o Environmental Commission (Committee, Advisory Board etc.)

    o Mayor and Council

    o Planning or Engineering Department

    o Shade Tree Department

    o Other

Data Collection Fields:
At a minimum, the following data must be collected to receive a Resiliency Planning grant.

- DBH

- Species

- Location (preferably GPS)

Additional data fields that can be collected include:
- Condition (canopy and structure)

- Risk Assessment

- Maintenance Recommendation

- Height

- Canopy Width

- Photo

- Insect or Disease

- Create a planting pit or space

Resiliency Grant Reporting Requirements
All inventory grants should include at minimum, an urban forest structure and composition (UFSC) report.

Minimum REQUIRED:
The report must include methodologies of how the inventory was conducted and any explanations of data sets collected. NJUCF is looking for information on the condition rating vs. risk assessment and what was done to determine these factors. This report should include, but is not limited to, the following:

- Species composition

- DBH range graphic

- Stocking levels-planted, vacant, and stumps

- Genus Composition

- Tree Condition break out (depends on how the classification is taken)

- Breakdown of individual species by size ranges

Additional Reports (depending on collection fields):

If Maintenance recommendations are collected, these can be combined into the UFSC Report or submitted separately and should incorporate the following:

- Maintenance Priority list for the collected area

- Breakdown of maintenance needs by collected category such as crown cleans, remove stump, raise crown, etc.

- Recommendations on priority and maintenance needs

- Planning timeline for addressing maintenance issues

If planting locations and vacancies are recorded, the UFSC Report should also include:

- Recommendation on alternative species to plant based off current composition of inventoried trees

- Recommendations to improve diversity

- A planting plan which includes a timeline of roughly how many trees should be planted yearly to maintain or replace removals

If an Eco Benefit analysis is part of the software package, or a need of the community, the following should be included with the UFSC report (Note: the analysis will vary depending on the software used; certain ecological functions may or may not be included):

- Carbon storage capacity of the trees

- Carbon Sequestration of the trees

- Stormwater reduction values

- Pollutant values

- Other

Appendix 3
<u>Meeting the Match Requirements for the NJUCF Stewardship Grant</u>

Match or cost-share is the portion of the project cost that is not reimbursed by the New Jersey Urban and Community Forestry Program (NJUCF) Stewardship Grant. All activities and expenses used for the match must take place/ be earned within the work period of the grant agreement and must be documented thoroughly.

Volunteer Match

To establish a value for the average hourly rate of volunteer time in New Jersey, refer to the website of the Independent Sector https://independentsector.org/value-of-volunteer-time-2021/

Activities that could count toward your match:
- Time spent selecting the project contractor
- Telephone calls, email exchanges, and meetings with the contractor about the project
- Member attendance at Shade Tree Commission, Environmental Commission, or Green Team meetings where the project is discussed, provided they take place during the work period of the grant agreement
- Development of outreach and educational materials about the NJUCF grant project
- Creating social media posts about the project
- Organizing a meeting to inform the community about the NJUCF project: what the purpose is; why it is taking place; where and when it will take place; and how it is being conducted
- Promoting the organization's efforts to manage the community's trees and forests on Arbor Day or at local fairs and festivals during grant period
- Tracking contributions of volunteer time for the match
- For Tree Planting Grants--Devoting time to scouting available tree planting locations for a qualified person to inspect later
- Preparing grant progress reports or virtual tree inspections to submit to NJUCF
- Watering the trees planted with the NJUCF grant funds.

NJUCF STEWARDSHIP GRANT VOLUNTEER MATCH LOG

DATE (MM/DD/YYYY)	ACTIVITY	VOLUNTEER NAME	HOURS WORKED	INDEPENDENT SECTOR VOLUNTEER RATE	VALUE OF VOLUNTEER TIME (=HOURS WORKED x RATE)
TOTAL					

Example log to track volunteer hours to match a NJUCF Stewardship Grant.

Cash Match

The employee's standard hourly rate of compensation should be used to establish the value of the cash match. Fringe benefits can be counted but should be calculated separately. Here are some examples of employee time that could count toward your match:

- Managing the grant: record keeping, reporting, communicating with NJUCF, and preparing financial documents for payment
- Selecting, hiring, and paying the project contractor
- Meeting with the contractor and assisting the contractor on the project
- Preparing annual grant progress reports to NJUCF
- Reviewing drafts and approving the final grant project report
- Watering and mulching the trees planted with the NJUCF grant funds.

Expenditures

- Cash payments for the project made to the contractor <u>that were over and above</u> the grant award could count toward the match.

Appendix 4
Inventory and Assessment Project Planning Worksheet

Please complete the following document in detail on clarification to your NJUCF Stewardship Grant for the Resiliency Planning Category.

Software Programs:
In this section you will identify information as it regards to the inventory software program, its associated costs and use.

1. A. Does the grantee intend to use a software program?

   ☐ Yes   ☐ No

   B. If yes, which program?

2. A. Does the grantee intend to purchase a software program with grant funds?

   ☐ Yes   ☐ No

   B. If yes, which one?

3. A. Does this software purchase include a single year subscription or multiyear purchase aka bundle package?

   ☐ Single Year Subscription   ☐ Multi-Year/Bundle

   B. How many years is the bundle/multi-year subscription offered by the organization?

4. How much does the estimated software purchase cost for investment? Indicate a single year and bundle if possible.

Inventory Methodology and Data Field Collection:
In this section you will identify the inventory methods and data fields you have selected for the project.

1. What data field are being collected? Please refer to Appendix XXX of the 2022 RFP
   - ☐ DBH (REQUIRED)
   - ☐ Species (REQUIRED)
   - ☐ Location (preferably GPS) (REQUIRED)
   - ☐ Condition (canopy and structure)
   - ☐ Risk Assessment
   - ☐ Maintenance Recommendation
   - ☐ Height
   - ☐ Canopy Width
   - ☐ Photo
   - ☐ Insect or Disease
   - ☐ Create a planting pit or space
   - ☐ Other(s) PLEASE SPECIFY_____

2. A. What methodologies are being employed to contact the inventory?

   B. If Risk Assessment is selected above, please identify is the TRAQ system will be implemented or an alternative. If an alternative is being used, outline the methodology of the risk assessment.

3. What is the area(s) of concentration for the inventory?

4. What type of inventory is being conducted? See Appendix XXX of the 2022 RFP

Consultant and Costs:
In this section you will identify a consultant/contractor or potential consultant/contractor and the associated costs.
1. A. Has a contractor or consultant been selected?
   ☐ Yes   ☐ No

   B. If yes, who is the contractor or consultant?

2. Estimated Inventory Cost for project. Please break down software package vs. consultant fees for project completion. Note the cost of the project can next exceed the requested/awarded amount by the NJUCF Program.

3. Matching Update:

   Provide the NJUCF Program with a matching update to your activities, please use the in-kind tracker excel spreadsheet to complete the matching update.

Urban Forest Structure and Composition Report:
In this section you will identify the information that will be in the urban forest structure and Composition report.
   ☐ Methodologies of how the inventory was conducted and any explanations of date sets collected -- Condition rating vs. risk assessment and what was done to determine these factors) (REQUIRED)
   ☐ Species composition (REQUIRED)
   ☐ DBH range graphic or explanation (REQUIRED)
   ☐ Stocking levels-planted, vacant and stumps
   ☐ Genus Composition
   ☐ Tree Condition break out (depends on how the classification is taken)
   ☐ Breakdown of individual species by size ranges

If Maintenance recommendations is collected the UFSC Report may include the following:

   ☐ Maintenance Priority list for the collected area
   ☐ Breakdown of maintenance needs by collected category -- crown cleans, remove stump, raise crown etc.
   ☐ Recommendations on priority and maintenance needs
   ☐ Maintenance Planning outline over the next few years or however the grantee feels the

timeline should be

If planting locations and vacancies are recorded the UFSC Report may include:

- ☐ Recommendation on alternative species to plant based off current composition of inventoried trees
- ☐ Recommendations to improve diversity
- ☐ A planting plan which includes a timeline of roughly how many trees they should be planting yearly to maintain or replace removals

If an Eco Benefit analysis is part of software package or a need of the community the following should may be included with the UFSC report:

- ☐ Carbon storage capacity of the trees
- ☐ Carbon Sequestration of the trees
- ☐ Stormwater reduction values
- ☐ Pollutant values
- ☐ Dollar Values of Eco-Benefits
- ☐ Other(s) PLEASE SPECIFY_____

Appendix 5
Glossary of Terms

Term	Definition
DBH	Diameter at Breast Height
Forest inventory	A set of objective sampling methods designed to quantify the spatial distribution, composition, and rates of change of forest parameters within specified levels of precision for the purposes of management.
Risk	The relative probability of any of several alternative outcomes as determined or estimated by a decision maker when the actual outcome of an event or series of events is not known.
Risk-rating system	A prediction of the probability that a tree will die within a specified period of time.
Risk Assessment (1998 Hazard tree inspection)	Close observation of trees that have been identified as a potential risk, for failure that would cause injury to a person or damage to property.
Hazard	Likely source of harm
Site Preparation	Hand or mechanized manipulation of a site, designed to enhance the success of regeneration.
Reforestation	The reestablishment of forest cover either naturally (by natural seeding, coppice, or root suckers) or artificially (by direct seeding or planting)
Afforestation	The establishment of a forest or stand in an area where the preceding vegetation or land use was not forest.
Sample	A part of a population consisting of one or more sampling units selected and examined as representative of the whole.
Species	The species is the basic unit of taxonomy on which the binomial system has been established; the lower taxonomic hierarchy is species, subspecies, variety, and forma.
Cultivar	A clone, race, or product of breeding selected from a population of plants because it has desirable characteristics and is generally more or less genetically uniform. Non-Latin name and designated cultivar.
Variety	An assemblage of cultivated individuals distinguished by any useful, reproducible character(s), usually termed a cultivar.

Appendix 6
Qualifications of Professionals

NJ Approved Forester List	Pursuant to N.J.A.C. 7:3-2, the Department of Environmental Protection (DEP), New Jersey Forest Service, maintains a list of foresters approved to annually attest that a landowner is in compliance with the woodland management plan or *forest stewardship plan and respective programs.* https://www.nj.gov/dep/parksandforests/forest/docs/ACF.pdf
NJ Licensed Tree Expert	A Licensed Tree Expert (LTE) is a person who has been examined and proven to be competent in the science and art of diagnosing, treating and preventing tree injuries. These professionals demonstrate high ethical and moral standards in management techniques required in the science of tree care. Licensed Tree Experts must obtain continuing educational credits over their licensing period, thereby ensuring LTEs are up-to-date on new information, skills and techniques in the tree care profession. https://njtreeexperts.org/
SAF certified forester	Society of American Foresters https://www.eforester.org/Main/Certification/Find_a_Certified_Professional.aspx
ISA Licensed Arborist	Trained and knowledgeable in all aspects of arboriculture. Have met all requirements to be eligible for the exam, which includes three or more years of full-time, eligible, practical work experience in arboriculture and/or a degree in the field of arboriculture, horticulture, landscape architecture, or forestry from a regionally accredited educational institute. This certification covers many topics giving the candidates flexibility in the arboricultural profession. https://wwv.isa-arbor.com/certification/index
ISA Certified Arborist Utility Specialist	Has a minimum of 2000 hours experience over two years in electric utility vegetation management or has served as a consultant to a utility, with a minimum of 4,000 hours over a maximum 10-year period. The candidate must work in utility vegetation management. They have been tested on topics such as electric utility pruning, program management, integrated vegetation management, electrical knowledge, customer relations, and storm response.
ISA Certified Arborist Municipal Specialist	Credential holders are current ISA Certified Arborists® who have chosen municipal arboriculture or urban forestry as a career path. They have obtained a minimum of three additional years of work experience managing the establishment and maintenance of urban trees. Experience

	requirements include communication skills, public relations, administration, risk management, arboricultural practices, and policy planning in a municipal setting.
ISA Certified Tree Worker Climber Specialist	Candidates must have the skill and endurance to climb trees, demonstrate high regard for safety, and be able to get the job done off the ground. This credential is different from the other certifications because you are tested in both a classroom setting and a field setting. Candidates must have training in aerial rescue, CPR, and First Aid to obtain this certification.
ISA Certified Tree Worker Aerial Lift Specialist	Certification requires candidates to demonstrate their ability to perform as a competent aerial lift operator. The knowledge gained with this certification can improve the productivity, quality of care, and safety practices of those who earn the credential. Along with proven knowledge of CPR and first aid, candidates have been tested on safety procedures, and must be able to complete thorough truck and tree inspection.
ISA Board Certified Master Arborist	Credential is the highest level of certification offered by ISA. This credential recognizes ISA Certified Arborists® who have reached the pinnacle of their profession. In addition to passing an extensive scenario-based exam, candidates must abide by a Code of Ethics, which ensures quality of work. Fewer than two percent of all ISA Certified Arborists® currently hold this certification.
TRAQ	ISA Tree Risk Assessment Qualification

Appendix 7
Measurable Outcomes

Resiliency Planning Category:

For the Resiliency Planning Category there are 2 required outcomes for NJUCF reporting purposes. Additional reports maybe requested depending on the data that is collected during the inventory process.

Required:
1. Raw Inventory in Excel Format
2. Urban Forest Composition and Structure Report

Additional Outcomes:
1. Maintenance Plan/Report
2. Planting Palette or Report
3. Ecological Benefit Report

Reforestation/Tree Planting Category:

For the Reforestation/Tree Planting Category the measurable outcomes vary depending on each municipality's ecological needs. The planting of trees is considered green infrastructure, and like any infrastructure, the trees provide benefits to the project area. Some of the benefits trees provide are listed below and can be used as a measurable outcome for your grant project. Note: this is not a complete list; there may be other benefits you may want to include in your grant application.

1. Stormwater Mitigation
2. Improving Air Quality
3. Increase Carbon Sequestration
4. Increase Carbon Storage
5. Reducing the Urban Heat Island Effect
6. Increasing Stocking Level of Urban Forest
7. Diversifying Species Composition
8. Addressing Canopy inequity